



**Town of Dumfries 13<sup>th</sup> Annual Fall Festival**  
**Saturday September 13, 2014 from 11am-5:00pm**  
**Garrison Park (Behind Dumfries Town Hall)**  
**17755 Main Street, Dumfries, VA 22026**

**General Information**

The Fall Festival will be advertised “Open to the Public” from 11:00 am-5:00pm, Saturday, September 13, 2014. Visitors to the Festival will be parking at designated lots.

A map of the Festival site will be provided to you during the week of the event. **All registrations must be received by Friday, August 29<sup>th</sup>, 2014 by 5 p.m.**

The Festival will go on **“RAIN OR SHINE”**. Unfortunately, refunds will not be offered for weather related cancellations. The Town of Dumfries will not offer set-up, so you are encouraged to provide your own shade, rain gear, chairs, set-up, leveling devices, etc. We ask each registered vendor participate for entire length of the event unless weather becomes a safety concern. The event is scheduled to run until 5:00pm; with all vendors except for the food vendors shutting down at 4:30pm.

Public restroom facilities are available on-site. Trash receptacles and dumpsters will be located throughout Garrison Park. Each exhibitor will be responsible for setup and cleanup of their area as well as taking their trash to an appropriate receptacle.

A First Aid Station will be set up at the entrance to Garrison Park.

Please keep in mind that the Town Festival is a continual “work-in-progress”. Our goal is to make the day’s event a fun, family-day for all citizens to enjoy.

If you have any questions or concerns, please contact Ryan Gandy, MPA, Director of Community Services at: 703-221-3400, ext. 144, via email at [rgandy@dumfriesva.gov](mailto:rgandy@dumfriesva.gov), or write 2014 Fall Festival, 17755 Main Street, Dumfries, Virginia 22026.



## **Town of Dumfries 13th Annual Fall Festival Exhibitors' Rules & Regulations**

### **Eligibility:**

There are no residential requirements for participation in the Town of Dumfries Fall Festival. We welcome quality artists and craftsmen from all areas.

**All Food Vendors are required to have a "Temporary Food Permit" on file, prior to the day of the event. This is mandatory, per Prince William County Health Department.**

### **Dumfries Has Talent Competition:**

This year's Fall Festival will feature the "4<sup>th</sup> Annual Dumfries Has Talent" competition! This contest serves as a platform to give talented youth and adults the opportunity to showcase their talents with the community & prizes will be awarded to the winners. There will be two categories for this year's competition:

Youth Category (14 and under)  
11:30am-1:30pm

Adult Category (15 and up)  
1:45pm – 3:45pm

In order to compete in the "Dumfries Has Talent" competition, contestants are required to complete an entry form along with a \$30 entry fee. Performers will have up to 10 minutes of stage time, for two performances. Winner will be announced at the conclusion of the event. There will be up to 10 performers per category. (Application on Page 6).

### **Booth Assignments:**

The Park will be mapped and exhibit sites numbered to eliminate confusion as to your assigned location. Sites will be assigned on a first-come/first serve basis. Your site will be 10x10. *If you need a space wider than 10 feet, you must purchase two or more sites.* This is an open air, RAIN OR SHINE, no refunds due to weather related cancellations. Festival hours are 11:00am-5:00pm, Saturday, September 13th. You will be responsible for your own display, levelers, weights, chairs, **set-up and clean-up.** Please remove all trash from your site as necessary. Dumpsters will be located throughout the Park. The Town does not provide electricity.

## **Vendors:**

Food Vendors: All food vendors are responsible for obtaining a Temporary Food Vendor Permit through the Virginia Department of Health. Food vendors are not allowed to serve alcoholic beverages. Additionally, the Town's insurance policy does not cover claims due to negligence on the part of the exhibitor. Therefore, food vendors must carry their own liability insurance.

Food Vendors are required to vacate the premises by 5:30pm.

General and Non-Profit Vendors: General and Non-Profit Vendors are required to vacate the premises by 5:15pm.

Duplicates: There will not be multiples of one 'type' of vendor. Example: Only one independent sales vendor will be allowed, one food vendor that specializes in a particular type of food, or specialty food (funnel cakes, soft serve ice cream, etc.) Vendors will be approved on a first come, first served policy.

## **Fees:**

An entry fee of \$30.00 for a 10X10 site is required and must accompany your application. **Please note that all non-profit vendors will be provided a 10X10 space free of charge, please provide proof of your organization's 501c(3) status, with your application.** Checks returned by your bank as un-collectible must be replaced immediately by a cashier's check or money order, plus a \$30.00 service charge in order to continue to reserve your site. The replacement of site fees will be your responsibility. If a replacement fee does not reach us within two weeks of notification from your bank, we will reassign your space and your name will be removed from our mailing list.

## **Parking:**

General vendors WILL NOT be allowed to drive their vehicles onto the park grounds to unload them, rather, general vendors will be allowed a window of time to unload their vehicles curbside at the entrance of the park. We kindly ask that you adhere to the unloading window (which will be provided during the week of the event) so that all vendors have adequate time to set up their displays.

After unloading is complete, each vendor will be required to move their vehicles to the designated event parking areas.

# Town of Dumfries 13th Annual Fall Festival Vendor Reservation Form

(PLEASE PRINT OR TYPE)

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide an adequate description and/or photos of the crafts/collectibles to be displayed:

\_\_\_\_\_  
\_\_\_\_\_

Type of Vendor: Food Vendor \_\_\_\_\_ General Vendor \_\_\_\_\_ Non-Profit \_\_\_\_\_

Number of Sites (spaces) Requested: \_\_\_\_\_

Have you exhibited in a Town Festival before? Yes \_\_\_\_ No \_\_\_\_

## **Deadline for applications is 5:00 P.M. Friday, August 29th!**

Please direct any inquires to the Town of Dumfries Fall Festival, 17755 Main Street, Dumfries, Virginia 22026. For additional information, contact Mr. Ryan Gandy, MPA, Director of Community Services via email at [rgandy@dumfriesva.gov](mailto:rgandy@dumfriesva.gov) or 703-221-3400 ext. 144.

***I have read and understand the attached rules & regulations. I agree, as the exhibitor, to not hold the Town of Dumfries responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal action against any of the above named. I also agree to be responsible for collection of Virginia State Sales Tax.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make checks payable to "Town of Dumfries Fall Festival"

Mail to: Dumfries Fall Festival  
Attn: Mr. Ryan Gandy, MPA  
17755 Main Street  
Dumfries, Virginia 22026

### **For Town Use Only**

Fee Paid Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Check #: \_\_\_\_\_

Check amount: \$ \_\_\_\_\_

Cash: \$ \_\_\_\_ . \_\_\_\_

Money Order: \$ \_\_\_\_\_

# of Spaces needed: \_\_\_\_\_

Space #: \_\_\_\_\_

# **Town of Dumfries 13th Annual Fall Festival 4<sup>th</sup> Annual "Dumfries Has Talent" Application**

(PLEASE PRINT OR TYPE)

Point of Contact: \_\_\_\_\_

Performer's/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide a brief description of your talent and performance for the event:

\_\_\_\_\_  
\_\_\_\_\_

Category: Youth \_\_\_\_\_ Adult \_\_\_\_\_

Time length of performance (up to 10 minutes): \_\_\_\_\_

If a Youth Group, we require one chaperone per five youth.

Chaperone's name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Number of Performers: \_\_\_\_\_

**\*\*Please keep in mind, performances will be on a stage/open side trailer, provided by Prince William County Parks & Recreation.**

**\*\*Please keep this in mind when preparing your performances. Also, if you will need our event DJ to play music for your performance, please remember to bring a cd on the day of the event.**

**\*\*There will be no more than 10 performers, per category. Performers will be confirmed on a first come, first served basis.**

**\*\*No live bands**

Please return this form, and \$30 registration fee, to the attention of the Director of Community Services by Friday, August 29th, 2014.

Mail to: Dumfries Fall Festival  
Attn: Mr. Ryan Gandy, MPA  
17755 Main Street, Dumfries, Virginia 22026  
Fax: 703.221.3544 or Email: [rgandy@dumfriesva.gov](mailto:rgandy@dumfriesva.gov)

**(FORM MUST BE RECEIVED BY 5:00 P.M. FRIDAY, AUGUST 29, 2014)**